



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 381 38-281 5
Phone (901) 757-7200 fax (901) 757-7292 www.germantown-tn.gov

Dear Applicant:

The City of Germantown Parks and Recreation Department appreciates your interest in participating in our programs and helping develop today's youth. In order to preserve the safety and well being of youth participating in youth Sports Programs and other programs involving youth, the Parks & Recreation Commission has adopted Volunteer Policies which apply to all head coaches, assistant coaches, league directors, instructors, and any individual who may be alone with youth, regardless of whether they receive compensation as independent contractors and/or employees. A copy of the Volunteer Policies is included in this packet of information along with a Background Screening Consent/Release Form, a Fair Credit Reporting Act Summary, and SSCI's Privacy Policy.

The Volunteer Policies require all Volunteers to undergo a criminal background check prior to the beginning of the sport, season or activity in which they intend to become involved. If the background check includes one or more disqualifying offense(s), as set forth in the Volunteer Policies, you may be disqualified. **Due to the law of the State of Tennessee, all consent forms and information received as a result of the background checks are subject to the Tennessee Open Records Act. Therefore, members of the public may obtain a copy of such information, with the exception of Social Security numbers which will be blackened out, by making a request of the City. By signing the Background Screening Consent/Release Form, you recognize and agree that all information furnished to the City will be subject to the Tennessee Open Records Act and available to the public.**

An individual who is disqualified may appeal the disqualification to the Background Check Sub-Committee of the Parks and Recreation Department. **The meetings of the Background Check Sub-Committee are subject to the Tennessee Open Meetings Act and therefore may be attended by any member of the public, including members of the press.**

We appreciate your cooperation.

Sincerely,

City of Germantown
Parks and Recreation Department



VOLUNTEER

Background Screening Consent/Release Form

Name of Organization _____

Volunteer Involvement (Please check)

- ☐ Germantown Parks & Recreation Sports/Programs
- ☐ GPR Cheerleading
- ☐ Germantown Football League (GFL)
- ☐ Germantown Baseball League (GBL)
- ☐ Houston Lacrosse

Applicant's Name (printed) _____

Social Security Number _____ **Date of Birth** _____

Applicant's Address _____

City _____ **State** _____ **Zip** _____

I, _____, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Criminal background records/information
- Sex Offender Registry Checks
- Addresses

I, the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my volunteer application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

I, the undersigned, further acknowledge that I have received the following documents:

Fair Credit Reporting Act Summary _____ (Initial Here)

SSCI Privacy Policy _____ (Initial Here)

City of Germantown Volunteer Policies _____ (Initial Here)

If my application is approved, I agree and consent to abide by the Volunteer Policies, including, but not limited to, obtaining and wearing a photo identification badge and participating in any required training.

Signature: _____ **Date:** _____

Para information en espanol, visile www.ftc.gov/credit o escribe a la FTC Consumer ResponseCenter, Room 130-A 600Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington. DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800- 842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

SSCI Privacy Policy

SSCI has spent an enormous amount of time and effort to ensure that your personal information is protected.

Release of Information

We *DO NOT* sell, lease or in any way make public the information gathered to perform our services. The information you provide to SSCI is used exclusively by SSCI and is not shared with outside partners. We *DO NOT* allow remote access to our network by *ANYONE*, not even our clients.

Security

Prior to employment, all SSCI applicants must successfully complete a rigorous background screening program. Once approved, these employees are put through intensive training and are constantly supervised to ensure compliance to internal policies and procedures.

We have also implemented measures to protect all "hard copy" documentation. All critical documentation is securely stored for 30 days in our corporate offices. During this time, access is strictly limited to those employees who need access to carry out their job responsibilities. After this time frame has expired, these documents are destroyed utilizing a NAID certified local company. This process involves on-site destruction and provides certification that 100% of the documents have been effectively demolished.

We have an ICSA certified firewall in place that prevents outside hackers and automated attack programs from penetrating our network. In addition, we have the latest and most updated anti-virus software in place to prevent viruses from entering our computer network, which reduces the exposure to data destruction and theft via internally placed "stealth" programs. Knowing that this was not enough, we have also ensured that the best antspyware defenses are in place to prohibit spyware from infiltrating our network and clandestinely gathering our data. Finally, a rock solid data backup system is in place that protects our system and data in case of catastrophe. Backups of this system are stored electronically in a secure off site location.

City of Germantown Parks & Recreation Commission

Volunteer Policies

In order to preserve the safety and well being of youth participating in youth Sports Programs and other programs involving youth offered for participation to the residents of the City of Germantown ("City") and others and which utilize City owned, operated and maintained facilities, the Parks & Recreation Commission hereby adopts the following policy applicable to all head coaches, assistant coaches, league directors, instructors, and any individual who may be alone with youth.

I. Background Checks

A. Implementation

Background checks are mandatory for all head coaches, assistant coaches, league directors, instructors, and any individual who may be alone with youth (hereinafter referred to as a "Volunteer" and collectively referred to as "Volunteers"), beginning August 30, 2007. All head coaches, assistant coaches, league directors and instructors are covered by the Volunteers Policies regardless of whether they receive compensation as independent contractors and/or employees. Initially, all Volunteers will be required to undergo a criminal background check prior to the beginning of the sport, season or activity in which they intend to become involved. If a Volunteer is involved in more than one sport, season or activity, the Volunteer will be required to complete a background check consent form before the beginning of each sport, season or activity, and a background check may be conducted at the discretion of the Parks and Recreation Department. Each year all **new** Volunteers will be required to have a background check conducted prior to the beginning of the sport, season or activity in which they intend to become involved. Volunteers who continue to participate will be required to have a background check conducted every two (2) calendar years. In addition, the City and the Parks & Recreation Department reserve the right to conduct random background checks of Volunteers at any time prior to or during the sport, season or activity in which the Volunteer is involved. Should an approved Volunteer subsequently have any criminal charges brought against him/her that are listed in the detailed disqualifications list (Section I.C.), during their term of service as a Volunteer, they are required to immediately disclose the nature of the charges to the Director and they may be disqualified until there is a resolution of the charges.

All Volunteers will be required to sign a -written consent form allowing the City of Germantown Parks & Recreation Department to order an individual criminal background check. All signed consent forms must be turned in to the Director of Parks and Recreation Department no later than the designated due date. Failure to provide a completed consent form by the deadline will automatically disqualify the Volunteer from participation.

B. Background Screening Process and Handling of Information

The Parks & Recreation Department will be responsible for selecting a reporting agency or method to conduct the background checks. The Director of the Parks & Recreation Department will administer the process of background checks. All consent forms and information received as a result of the background checks are subject to the Tennessee Open Records Act. Therefore, members of the public may obtain a copy of such information, with the exception of Social Security numbers which will be blackened out, by making a request of the City. The Director of the Parks & Recreation Department is responsible for securing the results of the background checks in a safe and secure location and keeping them for the time period required by law, or six years, whichever is greater.

If the background check includes any of the listed disqualifications,, the Director of the Parks and Recreation Department will receive notification from the reporting agency advising that the background check revealed a disqualifying offense. Upon receiving notification, the Director will disqualify the individual in accordance with these Policies and, therefore, the individual will not be allowed to participate in the youth sports program or other programs involving youth. The individual, who has been disqualified, will receive written notification informing the individual of his/her disqualification and of the method for disputing the results of the background check and his/her right to appeal. Under no circumstances will a Volunteer be considered if the Volunteer has been found guilty or entered a plea of guilty or nolo contendere (no contest) of a crime that was one against children, involved violence, or was a sexual offense.

Should the background check indicate that a Volunteer has criminal charges pending that fit the description of charges in the detailed disqualifications list (Section I.C.), the Volunteer may be disqualified until there is a resolution of the charges. Should an approved Volunteer subsequently have any criminal charges brought against him/her that are listed in the detailed disqualifications list (Section I.C.), during their term of service as a Volunteer, they are required to immediately disclose the nature of the charges to the Director and they may be disqualified until there is a resolution of the charges.

C. Disqualification

A Volunteer will be disqualified and prohibited from serving if the person has been found guilty of the crimes listed below. Guilty means the person was found guilty following a trial, entered a guilty plea, or entered a no contest plea, regardless of the adjudication or whether the record has been expunged. This policy does not apply if criminal charges resulted in acquittal or dismissal.

1. All sexual offenses, regardless of the amount of time since the offense. Examples include, but are not limited to:

- Child molestation, rape, sexual assault, sexual battery, statutory rape, prostitution, solicitation, indecent exposure.

2. All felonies that constitute offenses against the person, regardless of the amount of time since the offense. Examples include, but are limited to:

- Murder, manslaughter, aggravated assault, kidnapping, robbery.
3. Any crimes involving children, regardless of the amount of time since the offense.
 4. All felony offenses other than those against the person or sexual within the past ten (10) years. Examples include, but are not limited to:
 - Drug offenses, theft, embezzlement, fraud, burglary.
 5. All misdemeanors that constitute offenses against the person within the past seven (7) years. Examples include, but are not limited to:
 - Simple assault, domestic violence, hit & run.
 6. All misdemeanor drug and alcohol offenses within the past five (5) years or multiple of such offenses in the past ten (10) years. Examples include, but are not limited to:
 - Driving under the influence, simple drug possession, disorderly conduct, public intoxication, possession of drug paraphernalia.
 7. Any other offense within the past five (5) years that could be considered a potential danger to children or demonstrates a propensity for violence.

Nothing in this Policy shall be construed as a waiver or limitation of the discretion of the Parks and Recreation Department to disqualify a Volunteer when, in the sole opinion of the Parks and Recreation Department, such is in the interest of the City or the program participants.

D. Correcting Errors and Appealing Disqualification

The Volunteer is responsible for contacting the reporting agency and taking appropriate action to have the results of the background check report corrected if he or she believes information was reported in error. The City, its employees and its Sports Providers are not responsible for errors or omissions that may be reported on background checks.

Any Volunteer applicant who is disqualified may appeal the disqualification to the "Background Check Sub-Committee" of the Parks and Recreation Department, who has the sole authority to overturn the disqualification for good cause shown based upon demonstrable proof that, under the circumstances, the offense resulting in disqualification does not, at the time of the appeal, justify disqualification on the basis that the applicant would pose a risk of harm to children or others. The vote of the Background Check Sub-Committee regarding the appeal will be final. The Background Check Sub-Committee shall meet within thirty (30) days of receipt of the appeal at which time the Volunteer applicant will have an opportunity to appear before the Background Check Sub-Committee along with his/her representative. The meetings of the Background Check Sub-Committee are subject to the Tennessee Open Meetings Act and therefore may be

attended by any member of the public including members of the press. The Background Check Sub-Committee shall render its decision on the appeal within five (5) business days of hearing the appeal.

The Background Check Sub-Committee will consist of the Director of the Parks and Recreation Department or his/her designee, the Recreation Superintendent or his/her designee, the City Attorney or his/her designee, the Director of Personnel or his/her designee, and the Chief of Police or his/her designee.

E. Appeal Process

If a Volunteer would like to appeal a disqualification, the Volunteer must submit a Notice of Appeal and a copy of the decision that is being appealed (e.g., the notification letter). The Notice of Appeal must be mailed by certified mail to the Director of the Parks and Recreation Department within 30 days of receiving the background check notification letter. A sample appeal form is available at www.ci.germantown.tn.us/parks or from the Parks and Recreation Department. In order for the appeal to be accepted, it must include:

1. The full name and address of the appellant.
2. The name of the person, if any, making the request for an appeal on behalf of the appellant (e.g., lawyer or spokesperson).
3. The address of the person making the request on behalf of the appellant.
4. The grounds for the appeal (provide a detailed explanation of the appellant's objections to the decision; describe additional facts or factual errors in the decision).
5. The particulars relevant to the appeal (describe any background facts that relate to the appeal including how you are affected by the decision).
6. The signature of the appellant or the appellant's representative.

II. Photo Identification

Photo identification serves the dual purpose of identifying Volunteers as qualified and authorized personnel and building public awareness for quality volunteer management practices. Accordingly, each Volunteer will be responsible for complying with the guidelines as set forth below, including obtaining a photo identification badge and wearing the badge at all times of service. Failure to adhere to the guidelines addressing photo identification is grounds for removal from service.

Photo Identification Guidelines:

1. All Volunteers are required to obtain and wear a photo identification badge.
2. Photo identification badges are to be displayed at all times of service and are not to be worn or used for any other purpose.
3. No pins, stickers, or markings are allowed to be displayed on the photo identification badge. The photo identification badge must be clearly visible to the public and should